



Human Resource Development Office

Internal Services



1. Application for Leave

Application for Leave must be applied by all employees who intent to go on Vacation Leave or had incurred Sick Leave. Application for Vacation Leave must be filed at least five (5) days before the leave, while the Application for Sick Leave must be filed within ten (10) working days after the Sick Leave had been incurred.

Office/Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled up Application for Leave (CSC Form No. 6) duly recommended by his Department Head/Supervisor, 3 copies			1. Human Resource Management Office	
2. Medical Certificate for Sick Leave exceeding 5 days, 1 original copy			2. Clinic/Hospital where consultation was made	
3. Clearance from money and property accountability for vacation leave of 30 calendar days or more and if leave is spent abroad irrespective of the number of days, 1 original copy.			3. Accounting, Treasury and General Services Offices	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application for leave form and required documents	1.1 Receive and check application for leave form and other documents	None	5 minutes	<i>Asst. Reg. Officer/ Admin. Aide I</i> HRMOffice
	1.2 Review and certify availability of leave credits	None	5 minutes	<i>HRMOfficer</i> HRMOffice
	1.3 Approves Application for Leave	None	4 hours	Municipal Mayor



2. Receive copy of approved/disapproved application for leave and sign receiving logbook	Issue the acted application for leave	None	5 minutes	Asst. Reg. Officer/ Admin. Aide I HRMOffice
	TOTAL	None	4 hours & 15 minutes	

2. Issuance of Service Record/Certificate of Employment and other Human Resources Records

Human Resource-related records like service record, certificate of employment and other HR documents may be secured for purposes of applications for loan, credit card, retirement/separation, terminal leave benefits, employment, etc.

Office/Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All incumbent and former employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly filled-up request form			Human Resource Management Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled up request form	1.1 Receive accomplished request form	None	5 minutes	Asst. Reg. Officer/ Admin. Aide I HRM Office
	1.2 Verify records and prepare certificate	None	30 minutes	Asst. Reg. Officer/Admin. Aide 1 HRM Office



	1.3 Signs certificate	None	10 minutes	HRM Officer HRM Office
2. Receive certificate and sign the logbook	4.1 Issue certificate	None	5 minutes	Asst. Reg. Officer/ Admin. Aide I HRM Office
	TOTAL	None	1 Hour	

3. Issuance of Travel Order (Official Local Travel)

Employees who will go on official travel within the country shall secure a Travel Order.

Office/Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly signed itinerary of travel, 3 copies			Human Resource Management Office	
2. Invitation letter (for conferences, trainings, seminars, and meetings, etc.), 1 original copy			Concerned office/agency who will conduct such conferences, trainings, etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and review requirements	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I HRM Office



	1.2 Prepare Travel Order	None	15 minutes	Asst. Reg. Officer/ Admin. Aide I HRM Office
	1.3 Approved Travel Order and Itinerary of Travel	None	4 hours	Municipal Mayor
2. Receive Travel Order and Itinerary of Travel and sign the logbook	2. Record and issue document	None	5 minutes	Asst. Reg. Officer/ Admin. Aide I HRM Office
	TOTAL	None	4 hours & 30 minutes	

4. Issuance of Authority to Travel Abroad

Employees who will go on travel abroad for less than three (3) shall secure an Authority to Travel.

Office/Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application for Leave			1. Human Resource Management Office	
2. Clearance as to property and money accountability			2. Human Resource Management Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit invitation letter and accomplished request form	1.1 Receive and review requirements	None	10 minutes	HRMO/ Asst. Reg. Officer/ Admin. Aide I
	1.2 Prepare Authority to Travel for signature of the Municipal Mayor	None	15 minutes	HRMO/ Asst. Reg. Officer/ Admin. Aide I
	1.3 Transmit document to the Office of the Mayor	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I
	1.4 Approved Authority to Travel and Application for Leave	None	1 day	Municipal Mayor
2. Claim document; sign in the logbook	2. Record and issue document	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I
	TOTAL:	None	1 day & 45 minutes	

5. Approval of Application and Acceptance of Separation from the Service

Employees who opt to leave the Municipal Government are required to submit approved application for resignation/separation/retirement for processing and final acceptance/approval.

Office/Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All regular employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Approved Letter of resignation/separation/retirement			1. Office of the Mayor-Records Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved letter of resignation/separation/retirement	1.1 Receive and record letter of resignation/separation/retirement	None	10 minutes	HRMO/ Asst. Reg. Officer/ Admin. Aide I
	1.2 Prepare acceptance letter for signature of the Municipal Mayor	None	20 minutes	HRMO
	1.3 Transmit acceptance letter to the Office of the Mayor	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I
	1.4 Approved acceptance letter	None	1 day	Municipal Mayor
2. Claim document; sign in the logbook	2. Record and issue document	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I
	TOTAL:	None	1 day & 50 minutes	

6. Application for Terminal Leave

Employees who had been separated from the service shall request for the release of their terminal leave benefits (TLB).

Office/Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All regular employees



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly filled up Application for Terminal Leave			Form-HRMO	
2. Clearance from money and property accountability			Form: HRMO; signature of concerned heads: various offices	
3. SALN as of last day of service			Applicant	
4. Copy of latest Notice of Salary Adjustment/Step Increment			HRMO	
5. Certificate of No Pending Criminal/Administrative Case			Form - HRMO	
6. Copy of latest appointment			HRMO	
7. Acceptance of Resignation/Approval of Retirement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and verify requirements submitted	None	30 minutes	Asst. Reg. Officer/ Admin. Aide I
	1.2 Review Application and certify leave credits	None	1 day	HRMO
	1.3 Transmit documents to the Office of the Municipal Mayor	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I
	1.4 Approved application for terminal leave	None	1 day	Municipal Mayor
2. Claim document; sign in the logbook	2. Record and release approved terminal leave and other requirements	None	10 minutes	Asst. Reg. Officer/ Admin. Aide I
	TOTAL:	None	2 days & 50 minutes	



X. Feedbacks and Complaints